

Getting Started with Skyward Employment Access (Payroll)

(PSOR\HH \$FFHVV DOORZLHZP WCRILHHS HWVRUQHYO SD\UROO WLPH RII

7R /RJLQ WR (PSOR\HH \$FFHVV

- x *R WR 0*R\$F ÇpD0 6HOHFW (PSOR\HHV 7DE
- x &O&NNDUDQGG WKHQ VHO (FFS\ORAKHH @EQNVIRU
- x (QWHU \RXU /RJLQ ,' DQG SDVVZRUG

7R 9LHZ &KHFN +LVWRU\

-
- x 6HOHFW (PSOR\HH ,QIRUPDWLRQ
 - x &KRRVH 3DW &HOLFSD &KBFOLVWWRB KHFNV
 - x 6HOHFW WKH FKHFN GDWH
 - x &OLFN &KHFN EXWWRQ
 - x 6HOHFW SULQWLQJ RSWLRQV
 - x &OLFN

7R 9LHZ : 'DWD

-
- f 6HOHFW (PSOR\HH ,QIRUPDWLRQ
 - f &KRRVH 3D\UROO
 - f 6HOHFW : ,QIRUPDWLRQ RXU : TV
 - f 6HOHFW WKH \HDULWZHEXFWLRQ WKH
 - f 6HOHFW



WR YLHZ \RXU :

7R 9LHZ 3HUVRQQHO ,QIR

f 6HOHFW (PSOR\HH ,QIRUPDWLRQ
f &KRRVH 3HUVRQDO ,QIRUPDWLRQ



x 6HOHFW IURP WKH PHQX E\ FOLFNLQJ RQ WKH
LQIRUPDWLRQ \RX ZRXOG OLNH WR YLHZ



x &OLFN RQ ~~WKH~~ DUURZ
H[SDQG LQIRUPDWLRQ GHWDLO

